

# **PRIMARY JOB RESPONSIBILITIES FOR THE SILENT AUCTION**

## **What The XYZ Center Staff Will Do**

### **SOLICITATION**

- Create and mail letters, forms and requests to 1) 1997 donors 2) previous donors and 3) prospects
- Receive phone calls from donors who call/stop by The XYZ Center. Arranges pickup with volunteers on “pickup list”

### **ORGANIZING**

- Store/file all items as they are brought to The XYZ Center
- Generate thank you/confirmation letters confirming dollar amounts and item
- Assign category and Item number, Log item into Program spreadsheet and category
- Print updates for the Chairman and Subcommittee

### **PREPARATION FOR THE EVENT**

- Will print the program, tent cards etc.
- Organizes the Gift Basket Making Marathon Weekend

## **What The Chairman of the Silent Auction Will Do**

### **ROLE**

The Chairman will be responsible for harnessing “people power” to more equally share the work of the SA. Members of the Subcommittee will be responsible for

- 1) getting items for Silent Auction
- 2) Improving process and running of the Silent Auction

### **TASKS**

- Helps determine how to best use the people resources of the Subcommittee
- Serves as key contact for members of the SA Subcommittee
- Prepares agenda and runs the monthly SA Subcommittee meeting
- Coordinates with Susan and Gail and the Chairman of the Volunteers

## **What The Chairman of the Silent Auction and Volunteer Group Will Do**

### **PROCESS AND PRIORITIES**

- Helps the SA and Volunteer Chairs set goals, make decisions and allocate resources
- Compiles results from 1997 and prior years and shares with Committee and other Chairs
- Helps set priorities for SA New Items/Categories for 1998. Generates list for prospecting via mail.
- Helps Volunteer Chair refine process for handling and training volunteers
- Helps XYZ Center staff develop form letters and mailings for SA and Volunteers
- Helps arrange setup and layout at the Hyatt for Event

### **TRAINING**

- Helps set up and run the training for volunteers prior to the event